

✓ Note

The next several sections (until “Resizing, moving, and positioning charts” on page 154) require a chart to be in edit mode.

Insert menu

In edit mode, the **Insert** menu on the Menu bar displays the options shown in Figure 80 and discussed below:

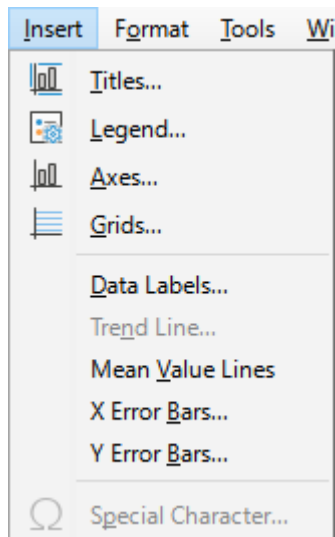


Figure 80: Insert menu when chart is in edit mode

Titles

Provides text boxes for entering chart title and subtitle as well as titles for X-, Y-, and Z-axes, including secondary axes. For more information, see “Titles, subtitles, and axis names” on page 114.

Legend

Specifies if a legend should be included and if so, where. For more information, see “Legends” on page 116.

Axes

Provides options for showing or not showing axis labels. The Chart Wizard shows the labels by default. For more information, see “Axes” on page 126.

Grids

Provides options for showing or not showing major and minor grids for X, Y, and Z axes. To format grids, see “Grids” on page 139.

Data Labels

Provides options for text attributes, whether to show categories, and the position and rotation of the labels. These labels appear on each data point. For more information, see “Data labels” on page 134.

Trend Line

Specifies the type of regression line to be used, options for extrapolation, where the axes should intersect, the name of the trend line, and whether and how the equation should be displayed. The option is grayed out until a data series is selected. For more information, see “Trend and mean value lines” on page 144.